


**How to Respond to Open Tender (Two Envelope) through SAP Ariba**


- 1. Go to KETRACO Website Under Procurement - Open Tender and Click on the Tender Link as show below:**

Tender No	Name	Published	Closing Date	Eligibility	Link / Advert
KETRACO-PT-008-2022	TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC)	04-Oct-2022	24-Oct-2022 10:00 am	Open	<a href="#">Tender Link Document</a> 

2. The Link Opens Ariba Discovery Page, then Click on Respond to Posting

I'm Buying  I'm Selling

Back

 This is a public sector / buyer funded posting and you can respond for free ⓘ






### TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PRO...

**Open**

**Ariba Discovery Buyer**

Posted On: 3 Oct 2022  
Open for bidding on: 3 Oct 2022  
Response Deadline: 24 Oct 2022 12:00 AM PDT

**0**  
Q&A

**Respond to Posting** |  Add to Watchlist | **Not Interested** | Share:    

**Opportunity Amount:** **Less than \$1000 USD**

**Response Deadline:** 24 Oct 2022 12:00 AM PDT  
(Buyers can close postings early)

**Posting ID:** 14263730(Doc3689182861)

**Posting Type:** Request for Information

**Public Posting:** <http://discovery.ariba.com/rfx/14263730>

**Product and Service Categories**

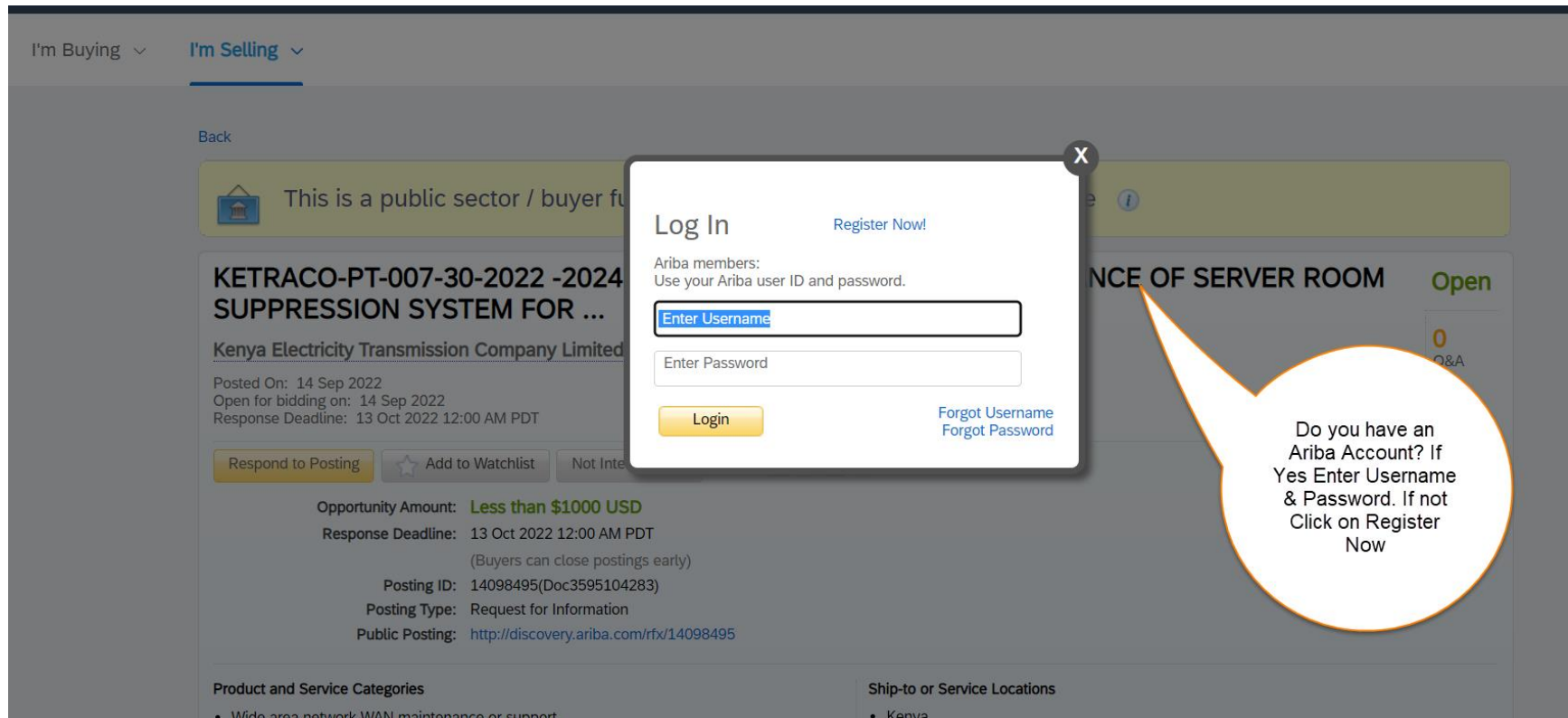
- Soil conservation or protection services

**Ship-to or Service Locations**

- Nairobi Municipality - Kenya

**Posting Summary**  
TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC)

### 3. The Sign Up/Log In Pop Box Appears



**For Bidders with Ariba Accounts Go to Step Number 9.**

4. To Register Click on Register Now:

The screenshot displays the SAP Ariba Discovery interface. At the top, the header includes the SAP logo and 'Ariba Discovery' with a dropdown arrow. Below the header, there are navigation options: 'I'm Buying' and 'I'm Selling', with 'I'm Selling' selected. The main content area shows a listing for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE, SOFTWARE' by 'Kenya Electricity Transmission Company Limited'. The listing includes details such as 'Posted On: 13 Sep 2022', 'Open for bidding on: 13 Sep 2022', and 'Response Deadline: 12 Oct 2022 12:00 AM PDT'. A modal window titled 'Log In' is overlaid on the page, featuring a 'Register Now!' button highlighted with a red box. The modal also contains a 'Log In' button, a 'Forgot Username' link, and a 'Forgot Password' link. The background listing details include 'Opportunity Amount: Less than \$1000 USD', 'Response Deadline: 12 Oct 2022 12:00 AM PDT', and 'Posting ID: 14091504(Doc3589707353)'. The modal window has a close button (X) in the top right corner.

## 5. Click on Register as a Supplier

**SAP** Ariba Discovery ▾

I'm Buying ▾ **I'm Selling** ▾

New user? Register here for FREE!

*Join the network of companies that already depend on Ariba to help establish new business relationships!*

Register as a **Buyer** and enjoy these privileges:

- ▶ **Automated distribution** of your Discovery Posting to qualified suppliers
- ▶ **Receive and manage** supplier responses with an online dashboard
- ▶ **Search and discover** new suppliers in over 12,000 categories

Register as a **Supplier** and enjoy these privileges:

- ▶ **Search and automatically receive** new business opportunities
- ▶ **Gain visibility** to new potential customers and markets worldwide
- ▶ **Build your reputation** among a community of leading purchasing organizations

Register as Buyer

Register as Supplier

## 6. Enter Company Details and Register

SAP Ariba Discovery ?

Register Register Cancel

### Company information

Enter your Company Details in all the Mandatory Fields (\*)

1

\* Indicates a required field

Company Name:\* XYZ Limited

Country/Region:\* Kenya [KEN]

Address:\* P.O Box 34942

Line 2

Postal Code:\* 00100


City:\* Nairobi

County:\* Nairobi City [KE-30]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network standard account is Free

Already have an account?  
[Login](#)

 **Strengthen relationships**  
Collaborate with your customer on the same secure network.

## Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)

Residential construction

Ship-to or Service Locations:\*   -or- [Browse](#)

Nairobi Municipality - Kenya

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

from the SAP Business Network app  
Store on Google Play  
to your mobile device  
and manage  
customer orders on  
the go.

Tax ID: Optional  Enter your Company Tax ID number.

Vat ID: Optional

DUNS Number: Optional

- I have read and agree to the [Terms of Use](#)
- I hereby agree that SAP Business Network will make my profile visible to all users and the applicable profile visibility settings. Please see [SAP Business Network Privacy Statement](#) for more information.

### ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

**You entered:**

P.O Box 34942  
Nairobi  
Nairobi City  
KEN, 00100

Use this

**We recommend:**

**PO Box 34942**  
Nairobi  
**Nairobi Area**  
KEN, 00100

Accept

Click on  
Accept to  
Continue

Register

Cancel



**7. In Case Ariba detects there is an Account Similar to the one you have created you get this warning, Click on Review Account or Skip Review if you have never done this Process**

The screenshot shows a registration form for SAP Business Network. The form includes fields for location (Nairobi Municipality - Kenya), Tax ID (Optional), Vat ID (Optional), and DUNS Number (Optional). Below these fields are two checked checkboxes: "I have read and agree to the Terms of Use" and "I hereby agree that SAP Business Network will... and the applicable profile visibility settings. Ple...". A modal dialog box is displayed in the center, titled "Potential existing accounts". The dialog contains the text: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." At the bottom of the dialog are two buttons: "Review accounts" and "Skip review". In the background, the "Register" and "Cancel" buttons are visible.

Nairobi Municipality - Kenya X

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will... and the applicable profile visibility settings. Ple...

**Potential existing accounts**

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#) [Skip review](#)

[Register](#) [Cancel](#)

## 8. Confirm Email Address



Ariba Discovery

Standard Account

[Get enterprise account](#)

### Confirm Your Email Address

#### ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to [ntonkwaillian@gmail.com](mailto:ntonkwaillian@gmail.com).

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[Send](#)



Dear XYZ Limited,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=W99QDmiSIT92nWhMsxq6aayXDdcWawFz&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:

<https://discovery.ariba.com>

Sincerely,

**The SAP Ariba Team**

<https://seller.ariba.com>

9. Log In with Existing Account or New Created Account:

The screenshot shows the SAP Ariba Discovery interface. At the top, the navigation bar includes the SAP logo, 'Ariba Discovery', a dropdown menu, 'Standard Account', and a 'Get enterprise account' button. Below this, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area displays a procurement posting for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE,SOFTWARE' by Kenya Electricity Transmission Company Limited. A modal window titled 'Log In' is overlaid on the page, featuring a 'Register Now!' link, instructions for Ariba members, and input fields for 'Enter Username' and 'Enter Password'. A yellow 'Login' button and links for 'Forgot Username' and 'Forgot Password' are also present in the modal. The background posting details include the opportunity amount, response deadline, posting ID, and type.

**SAP Ariba Discovery** Standard Account [Get enterprise account](#)

I'm Buying I'm Selling

Back

This is a public sector / buyer for

**KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE,SOFTWARE**

Kenya Electricity Transmission Company Limited

Posted On: 13 Sep 2022  
Open for bidding on: 13 Sep 2022  
Response Deadline: 12 Oct 2022 12:00 AM PDT

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) [Leave feedback](#)

Opportunity Amount: **Less than \$1000 USD**  
Response Deadline: 12 Oct 2022 12:00 AM PDT  
(Buyers can close postings early)  
Posting ID: 14091504(Doc3589707353)  
Posting Type: Request for Information  
Public Posting: <http://discovery.ariba.com/rfx/14091504>

**Log In** [Register Now!](#)

Ariba members:  
Use your Ariba user ID and password.

[Login](#) [Forgot Username](#)  
[Forgot Password](#)


**Open**  
0 Q&A


## 10. Click on Intend to Respond (One Time Step)

[< Go back to Leads](#)

[Desktop File Sync](#)

### Event Details

 Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

 Time remaining  
19 days 22:30:08

[Event Messages](#)  
[Download Tutorials](#)  
[Response Team](#)

#### ▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

You must decide whether or not you intend to participate in this event.

 [Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

### Event Overview and Timing Rules

Owner: [Ramla Abdi](#) ⓘ  
Event Type: RFP

Description: KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) PROJECT ON PLOT L.R NO. 209/10664 ALONG EAST GATE OFF MOMBASA ROAD, EMBAKASI SOUTH SUB-COUNTY, NAIROBI COUNTY

Currency: Kenyan Shilling

Commodity: Soil pollution 771216

Regions: 047 Nairobi

Publish time: 10/3/2022 6:49 AM

Due date: 10/24/2022 12:00 AM

11. Click on Select Lots (One Time Step)

< Go back to Leads Desktop File Sync

Event Details Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ... ⌚ Time remaining  
19 days 22:28:22

[Download Content](#) [Select Lots](#) [Print Event Information](#)

SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP) (Section 1 of 9) Next >>

Name ↑

- ▼ 1 SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)
  - 1.1 Fill and Attach Request For Proposal (RFP) Form [References](#)▼

» Next Section: SECTION 2. INSTRUCTI...

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Event Overview and Timing Rules

Owner: <a href="#">Ramla Abdi</a> ⓘ Event Type: RFP	Description: KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) PROJECT ON PLOT L.R NO. 209/10664 ALONG EAST GATE OFF MOMBASA ROAD, EMBAKASI SOUTH SUB-COUNTY, NAIROBI COUNTY  Currency: Kenyan Shilling
--	---

**12. Check the line-Item box and Click on Confirm Selected Lots**

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) Cancel

Select Lots

---

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response [More](#)

▼ Checklist

- 1. [Review Event Details](#)
- 2. [Select Lots/Line Items](#)
- 3. [Submit Response](#)

[Select Lots/Line Items](#)   [Select Using Excel](#)

**Lots Available for Bidding** ☰

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	9.1 soil investigation-NSCC
	soil investigation-NSCC

↩ Confirm Selected Lots/Line Items

### 13. Navigate the Tender Document using the Sections on the Left Pane

Console

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

Time remaining  
19 days 22:09:01

Event Messages  
Response History  
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

▼ Event Contents

All Content

- 1 SECTION 1 (A) - REQU...
- 2 SECTION 2. INSTRUCTI...
- 3 SECTION 3.

#### SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

(Section 2 of 9) << Prev. | Next >>



Name ↑

▼ 2 SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

▼ 2.1 A. GENERAL PROVISIONS

2.1.1 1. Meanings/Definitions [↗](#)

More... +

2.1.2 2. Introduction [↗](#)

More... +

2.1.3 3. Conflict of Interest [↗](#)

More... +

2.1.4 4. Unfair Competitive Advantage [↗](#)

More... +

2.1.5 5. Corrupt and Fraudulent Practices [↗](#)

More... +

2.1.6 6. Eligibility [↗](#)

More... +

▼ 2.2 B. PREPARATION OF PROPOSALS

2.2.1 7. General Considerations [↗](#)

More... +

2.2.2 8. Cost of Preparation of Proposal [↗](#)

More... +

2.2.3 9. Language [↗](#)

More... +

2.2.4 10. Documents Comprising the Proposal [↗](#)

More... +





# 14. Attach the Required Documents

< Go back to Leads

Desktop File Sync

Console

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

Time remaining  
19 days 22:16:14

Event Messages  
Response History  
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

▼ Event Contents

All Content

All Content



Name ↑	Price	Quantity	Extended Price
▼ 1 SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)			
1.1 Fill and Attach Request For Proposal (RFP) Form <a href="#">References</a> ▼			<a href="#">*Attach a file</a>
▼ 2 SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET			
▼ 2.1 A. GENERAL PROVISIONS			
2.1.1 1. Meanings/Definitions			<a href="#">Less...</a> <input type="button" value="-"/>
a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.			
b) "Applicable Law" means the laws and any other instruments having the force of law in Kenya.			
c) "Procuring Entity" means the entity that is carrying out the consultant selection process and signs the Contract for the Services with the selected Consultant.			
d) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.			
e) "Contract" means a legally binding written agreement signed between the Procuring Entity and the Consultant and includes all the attached			

## 15. Financials Proposal are in Envelope Two

Event Messages  
Response History  
Response Team

▼ Checklist



1. Review Event Details
2. Select Lots/Line Items
3. Submit Response







▼ Event Contents

All Content

- 1 SECTION 1 (A) - REQU...

### SECTION 4. FINANCIALPROPOSAL - STANDARD FORMS



(Section 4 of 9) << Prev. | Next >>  

Name ↑	
▼ 4 SECTION 4. FINANCIALPROPOSAL - STANDARD FORMS	
4.1 FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM  References▼	*Attach a file
4.2 FORM FIN-2: SUMMARY OF COSTS  References▼	*Attach a file
4.3 FORM FIN-3A: BREAKDOWN OF REMUNERATION  References▼	*Attach a file
4.4 FORM FIN 3B: CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES  References▼	*Attach a file
4.5 FORM 3C: FORM FOR CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES  References▼	*Attach a file
4.6 FORM FIN-4 BREAKDOWN OF REIMBURSABLE  References▼	*Attach a file

(\*) indicates a required field

**Submit Entire Response** | Save draft | Compose Message | Excel Import

**16. Enter RFP Total Amount and Submit Entire Response**

RFP TOTAL AMOUNT (Section 9 of 9) << Prev.  

Name ↑	Price	Quantity	Extended Price
▼ 9 RFP TOTAL AMOUNT			
9.1 soil investigation-NSCC <span style="float: right;">Less... <input type="text"/></span>	* <input type="text"/> KES	1 Activity Unit	
soil investigation-NSCC			

Ship To: Block B Kawi House, Off Red Cross R  
Nairobi, 00100  
Kenya

(\*) indicates a required field

**Submit Entire Response**Update TotalsSave draftCompose MessageExcel Import

**Whenever you Log from the Tender Link on the Website, it will bring you directly to the Tender Document.**